



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Research and Development Division

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Directives and Directives Logs - Current

**CUTOFF:** WSO

**DESCRIPTION:** Original general orders, special orders, memorandums and e-mail orders and associated directives logs.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21425

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Directives and Directives Logs - Historical

**CUTOFF:** WSO

**DESCRIPTION:** Original general orders, special orders, memorandums and e-mail orders and associated directives logs.

**RETENTION:** Years: 50 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 21426

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Fact Bulletins

**CUTOFF:** EOCY

**DESCRIPTION:** Factual information provided to employees about significant events that occur throughout the state involving MSHP personnel.

**RETENTION:** Years: 4 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21424

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Research and Development Division

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Legal Bulletins

**CUTOFF:** WSO

**DESCRIPTION:** Information about recent court decisions and subsequent impact on the enforcement or criminal and traffic laws. Copy. Originals in Training Division.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21423

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Manpower Allocation Reports

**CUTOFF:** EOCY

**DESCRIPTION:** Information associated with the personnel allocation model as applied statewide to determine optimal placement of enforcement personnel and to highlight needs for additional personnel in various areas. Copy. Original in Information Systems Division.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21434

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Operational Forms and Instructions Files - Current

**CUTOFF:** WSO

**DESCRIPTION:** Instructions provided to employees to facilitate proper use of various patrol forms.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21427

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Research and Development Division

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Operational Forms and Instructions Files - Historical

**CUTOFF:** WSO

**DESCRIPTION:** Instructions provided to employees to facilitate proper use of various patrol forms.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21428

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Patrol Accreditation Files

**CUTOFF:** EOCY

**DESCRIPTION:** Files containing proof of compliance with standards established by the Commission on Accreditation for Law Enforcement Agencies, Inc.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21438

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Patrol Public Opinion Surveys - Reports

**CUTOFF:** EOCY

**DESCRIPTION:** An analysis of the returned survey with relevant statistical information.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21437

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Research and Development Division

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Patrol Public Opinion Surveys - Responses

**CUTOFF:**EOCY

**DESCRIPTION:** Returned surveys from Missourians contacted to determine their concerns and opinions regarding issues related to the Highway Patrol.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21436

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Property (Evidence) Control System Records

**CUTOFF:**EOCY

**DESCRIPTION:** Records associated with acquisition, chain of custody, transfer, storage, and final disposition of property. Due to State Statues regarding DNA, RSMo 650.056, and/or required destruction orders from applicable prosecutor or judge for final disposition of property, this record shall be maintained permanently on-site in support of ongoing agency business..

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21429

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Pursuit Reports - Injury, Death, Policy Concern

**CUTOFF:**EOCY

**DESCRIPTION:** Reports documenting information associated with vehicular pursuits, involving members of the Missouri State Highway Patrol.

**RETENTION:** Years: 30 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21431

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Research and Development Division

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Pursuit Reports - Non-Injury

**CUTOFF:**EOCY

**DESCRIPTION:** Reports documenting information associated with vehicular pursuits, involving members of the Missouri State Highway Patrol.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21430

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Research and Development Division (RDD) Staff Studies - High Liability Topics

**CUTOFF:**Completion of Study.

**DESCRIPTION:** Information related to research conducted by RDD personnel on topics of concern to the delivery of law enforcement services. Research information/data collected is used to create a staff study/report. High liability topics might include but are not limited to use of force, pursuits, etc.

**RETENTION:** Years: 25 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21421

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Research and Development Division (RDD) Staff Studies - Routine Topics

**CUTOFF:**Completion of Study.

**DESCRIPTION:** Information related to research conducted by RDD personnel on topics of concern to the delivery of law enforcement services. Research information/data collected is used to create a staff study/report.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21420

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Research and Development Division

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Staff Inspection Reports

**CUTOFF:**EOCY

**DESCRIPTION:** Reports of staff inspection results of MSHP Divisions and troops. These reports contain information regarding deficiencies and outstanding practices. Used for assessing operations for each of the 29 components comprising the Patrol. The comprehensive reports document all findings, deficiencies and follow-up actions and are submitted to Superintendent. The reports then become public documents available upon request.

**RETENTION:** Years: 50 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21435

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Statistical Analysis Center (SAC) Studies Files

**CUTOFF:**EOCY

**DESCRIPTION:** Copies of studies by SAC of the Information Systems Division related to issues of interest to traffic safety and law enforcement. SAC studies are necessary to prove compliance with accreditation standards. Each accreditation cycle is three years in duration. Copy. Originals in Information Systems Division.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21439

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Training Bulletins

**CUTOFF:**EOCY

**DESCRIPTION:** Bulletins used to inform employees of best practices, procedures, or specific details associated with job related tasks. Copy. Original in Training Division.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21422

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Research and Development Division

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Use of Force Reports - Injury, Death, Policy Concerns

**CUTOFF:** EOCY

**DESCRIPTION:** Reports documenting the application of force through the use of various device and methods, including hands-on techniques.

**RETENTION:** Years: 50 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21433

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Use of Force Reports - Non-Injury

**CUTOFF:** EOCY

**DESCRIPTION:** Reports documenting the application of force through the use of various device and methods, including hands-on techniques.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21432

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007